

# EXHIBIT 38

**New York City Department of Buildings  
Recruitment and Retention Planning Proposal  
DRAFT for Discussion ONLY  
January 20, 2016**



**Overview:**

DOB is proposing to modify its Civil Service Classification and salary structures to increase staffing and career opportunities for employees who perform inspections, plan examination and compliance monitoring.

- DOB has difficulty hiring employees to perform inspections and plan examination
  - o DOB was funded 257 new positions to perform plan examination and inspections
  - o DOB needs to improve recruitment and retention
  - o past practice was to recruit experienced and licensed employees
- DOB proposes to create additional levels for existing titles to provide:
  - o entry level employment opportunities
  - o transparent promotional path
  - o expanded salary schedules to appropriately compensate employees – at entry level and promotional levels
- DOB will be implementing a new way to organize work based on a model of low to high risk duties
  - o work can be organized to staff at various levels of education and experience
  - o training will be provided to support new risk based model

**DOB Civil Service Classifications & Salaries Proposal:**

- **Inspector Proposal:**
  - o Create or Amend Apprentice Inspector (for Department of Buildings)
    - update qualification and requirements
    - address charter issue – limited promotional path to inspector titles
  - o Inspector
    - modernize and standardize language across disciplines, tasks
    - update tasks and responsibilities
    - consolidate low pressure boilers and high pressure boilers inspector titles
    - amend salary schedule to align with market salaries
  - o Associate Inspector
    - add task to assignment level 1 to allow additional work assignment (not just supervisory) to oversee complex work, program and/or projects
    - add task to assignment level 2 to oversee inspection audits, criminal enforcement, interagency operations and sweeps
    - amend salary schedules
- **Plan Examination:**
  - o Assistant Plan Examiner
    - create three levels
      - level one would be the “intern” equivalent as entry point
      - change education qualification to allow additional degrees

- level three will provide promotional path and supervisory tasks
  - amend salary schedule
- Plan Examiner
  - Create three levels, amend language, provide promotional path

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